

Privacy Impact Assessment

Privacy Act System S180.15, DLA Hometown News Releases

1. **Department of Defense Component:** Defense Logistics Agency.
2. **Name of IT System:** N/A.
3. **Budget System Identification Number:** N/A.
4. **System Identification Number(s):** N/A.
5. **IT Investment Unique Identifier:** N/A
6. **Privacy System of Records Notice Identifier:** S180.15, DLA Hometown News Releases.
7. **OMB Information Collection Number and Expiration Date:** N/A.
8. **Authority:** 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; and E.O. 9397 (SSN).
9. **Brief Summary:** Information is collected and maintained for the purpose of distributing information on the activities and accomplishments of DLA military and civilian personnel to hometown newspapers and broadcast stations throughout the United States using the Army and Air Force Hometown News Service.
10. **Identifiable Information to be Collected and Nature and Source:** Biographical information is collected on DD Form 2266, "Hometown News Release Information." Information includes name, local address, last five digits of Social Security Number, branch of service, status, rank, pay grade, gender, newsworthy event, marital status, present unit of assignment, job title, total years military service, education data, photographs, and the names and addresses of relatives (parents, stepparents, guardians, aunts/uncles, grandparents, and adult siblings).
11. **Method of information collection:** Information will be collected electronically on the DLA T&T webpage.
12. **Purpose of the collection:** Information is collected for the purpose of distributing information on the activities and accomplishments of DLA military and civilian personnel to hometown newspapers and broadcast stations throughout the United States using the Army and Air Force Hometown News Service. The subject individual provides his/her family member's names and addresses so that the hometown newspapers can be identified. The collection and maintenance of the family member's names and addresses triggers the requirement of the Privacy Impact Assessment.
13. **Data Uses:** Information is released to the Army and Air Force Hometown News Service for the purpose of showcasing the subject individual's activities and/or accomplishments in the subject individual's hometown newspapers.
14. **Does system create new data about individuals through aggregation?** N/A.
15. **Internal and External Sharing:**

Internal to DLA: Information is provided to the DLA Public Affairs Office by the subject individual. A DLA Public Affairs officer verifies the newsworthy event listed on the form, and then makes a release of the information to the Army and Air Force Hometown News Service.

External to DLA: The Army and Air Force Hometown News Service distributes the information to hometown newspapers for publication in the subject individual's hometown newspapers and to broadcast stations throughout the United States. Data may also be provided under any of the DoD "Blanket Routine Uses" published at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

16. Opportunities to object to the collection or to consent to the specific uses and how consent is granted: The subject individual initiates the collection and maintenance of his/her information for the purpose of providing the information to the Army and Air Force Hometown News Service for publication in the subject individual's hometown newspapers. Release of this information is done with the individual's full cooperation and consent.

17. Information Provided the Individual at Collection, the Format, and the Means of Delivery:

-- A Privacy Act system notice was published in the Federal Register with a 30 day public comment period. Forms that collect personal data will contain a Privacy Act Statement, as required by 5 U.S.C. 552a(e)(3), allowing the individual to make an informed decision about providing the data or participating in the program. Individuals may raise an objection with the HQ DLA Privacy Act office during the comment period, during data collection, or at any time after the program is launched. If no objections are received, consent is presumed.

-- DLA Fair Information Principles, which govern all Privacy Act data collections, are published on the HQ DLA Home page. While not provided at the collection point, the Principles are contained in DLA Privacy Act training module "Privacy Act 101" – mandatory training for all DLA employees, military members, and contractors. The DLA workforce is required to be aware of the Principles to fulfill their duties in handling third party personal data and in learning their Privacy Act rights.

18. Data Controls: Administrative, physical and technical safeguards employed by the DLA Public Affairs Office are commensurate with the sensitivity of personal data to ensure preservation of integrity and to preclude unauthorized use/disclosure. Access is limited to those individuals who require the records in the performance of their official duties. Access is further restricted by the use of passwords which are changed periodically. Physical entry is restricted by the use of locks, guards, and administrative procedures.

19. Privacy Act Interface. The system is covered by the Privacy Act System of Records notice, S180.15, entitled "DLA Hometown News Releases."

20. Potential privacy risks regarding the collection, use, and sharing of the information, dangers in providing notices or opportunities to object/consent or to providing notices to the individual; risks posed by the adopted security measures:

Threats: Sensitive data elements (i.e., SSNs) are initially collected and maintained in a secure system. Data sharing occurs only among individuals authorized access to the system as stated in the governing Privacy Act system notice. All system users are made aware of restrictions on secondary uses of the data by initial and refresher Privacy Act and Information Assurance training.

Dangers: There are no dangers in providing notice of the collection or allowing an individual to object/consent. Therefore, individuals are given this opportunity at times of notice publication and data collection via a Privacy Act Statement. Individuals are free to raise objections if new threats are perceived.

Risks: The security risks associated with maintaining data in an electronic environment have been mitigated through administrative, technical, and physical safeguards described in this document. The safeguards in place are commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of the data.

21. Classification and Publication of Privacy Impact Assessment:

Classification: Unclassified.

Publication: This document will be published either in full or in summary form on the DLA public website, http://www.dla.mil/public_info/efoia/privacy.asp.

Data Owner:

[Redacted Signature] (Signature)
Name: Ron Sullivan
Title: Director, DLA Public Affairs, HQ DLA
Work Phone Number: [Redacted]
Email: [Redacted]

27 Feb 06
(Date)

Information Assurance Officer:

[Redacted Signature] (Signature)
Name: [Redacted]
Title: Information Assurance Manager
Work Phone Number: [Redacted]
Email: [Redacted]

28 February 2006
(Date)

Privacy Officer:

[Redacted Signature] (Signature)
Name: Susan Salus
Title: DLA Privacy Act Officer
Work Phone Number: [Redacted]
Email: [Redacted]

23 Feb 06
(Date)

Reviewing Official:

[Redacted Signature] (Signature)
Name: Mae De Vincentis
Title: DLA Chief Information Officer
Work Phone Number: [Redacted]
Email: [Redacted]

20 Mar 2006
(Date)